



Dakota County

Community Services Committee of the Whole

Agenda

Tuesday, October 22, 2024

1:00 PM

Conference Room 3A, Administration Center, Hastings

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. 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 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 September 17, 2024

4.2 *Public Health* - Authorization To Execute Agreement With University Of Minnesota For Local Extension Programming And Employing Extension Staff

4.3 *Social Services-Children and Family Services* - Authorization To Accept Minnesota Department Of Human Services Children's Mental Health Screening Grant Funds And Execute Grant Agreement

4.4 *Social Services-Children and Family Services* - Authorization To Execute Contracts For Children And Family In-Home And Community-Based Services

5. Regular Agenda

- 5.1** *Social Services-Housing & Community Resources* - Update On Affordable Housing Aid Spending Options, And Authorization To Allocate Local Affordable Housing Aid to Emergency Rental Assistance And Amend 2024 Social Services Budget
- 5.2** *Social Services-Housing & Community Resources* - Update And Direction On Adult Emergency Shelter Services And Project Planning

6. Community Services Director's Report

7. Future Agenda Items

8. Adjournment

- 8.1** Adjournment

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Community Services Committee of the Whole

Request for Board Action

Item Number: DC-3806

Agenda #: 3.1

Meeting Date: 10/22/2024

Approval Of Agenda (Additions/Corrections/Deletions)



Community Services Committee of the Whole

Request for Board Action

Item Number: DC-3805

Agenda #: 4.1

Meeting Date: 10/22/2024

Approval Of Minutes Of Meeting Held On September 17, 2024



Dakota County

Community Services Committee of the Whole

Minutes

Tuesday, September 17, 2024

1:00 PM

Conference Room 3A, Administration
Center, Hastings

1. Call To Order And Roll Call

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

Also in attendance were Heidi Welsch, 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 1:00 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: Mike Slavik

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

Ayes: 7

4. Consent Agenda

Motion: Joe Atkins

Second: Mary Hamann-Roland

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

4.1 Approval Of Minutes Of Meeting Held On July 23, 2024

Motion: Joe Atkins

Second: Mary Hamann-Roland

4.2 Authorization To Accept Minnesota Department Of Health Eliminating Health Disparities Additional Grant Funds And Amend 2024 Public Health Budget

Motion: Joe Atkins

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 Dakota County Board of Commissioners has approved the Minnesota Department of Health Eliminating Health Disparities Initiative (MDH-EHDI) grant since the onset of the MDH-EHDI program in Minnesota over ten years ago; and

WHEREAS, the purpose of the MDH-EHDI grant is to eliminate health disparities in refugee and other non-U.S. born populations; and

WHEREAS, the grant supports the refugee health program and follow-up Tuberculosis (TB) case management in the Disease Prevention and Control (DPC) Unit; and

WHEREAS, Public Health nurses contact all newly arriving refugees to assist with completion of a health exam; and

WHEREAS, this includes evaluations by a healthcare provider for tuberculosis and follow-up tuberculosis treatment and case management when indicated; and

WHEREAS, MDH distributes legislative funds to eliminate health disparities in refugee and other non-U.S. born populations; and

WHEREAS, MDH establishes specific criteria to distribute the funds and Dakota County will receive \$22,833 for the state fiscal year 2024; and

WHEREAS, the EHDI grant cycle is five years; and

WHEREAS, the current grant cycle began July 1, 2021, and ends June 30, 2026; and

WHEREAS, each year MDH notifies Dakota County of its annual allocation during this five-year grant term; and

WHEREAS, Public Health expects stable funding for the full five years; and

WHEREAS, in 2024, MDH has allocated an additional \$100,000 to Dakota

County for the MDH-EHDI grant for the TB Program; and

WHEREAS, additional funding will be used to offset program staffing and program expenses related to case management of TB cases, contact investigations, and new arrival follow-up; staff time on TB training and education; reimbursement of TB medical evaluations; and patient expenses as related to care and isolation requirements (living expenses).

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to accept Eliminating Health Disparities (EHDI) grant funds in the amount of \$100,000 for the period of July 1, 2024 through December 31, 2024; 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, The 2024 Public Health Budget is hereby amended as follows:

Expense

Program Expense	<u>\$ 25,000</u>
Total Expense	\$ 25,000

Revenue

EHDI Grant Revenue	\$100,000
Use of Fund Balance	<u>(\$ 75,000)</u>
Total Revenue	\$ 25,000

This item was approved and recommended for action by the Board of Commissioners on 9/24/2024.

4.3 Authorization To Execute Contract Amendment With Greenleaf Integrative Strategies, LLC For Consultation Services

Motion: Joe Atkins

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, a request for proposal was issued for a Trauma Responsive Department consultant on September 15, 2023, per Dakota County Policy 2751 and Policy 2740; and

WHEREAS, Dakota County Public Health (DCPH) selected Greenleaf Strategies, LLC to provide consultant services and executed a contract for the period of February 1, 2024 through June 30, 2025; and

WHEREAS, DCPH would like to add \$105,000 to the original not to exceed contract amount of \$45,000 for a new not to exceed amount of \$150,000 and extend the current contract end date through December 31, 2025, with Greenleaf Integrative Strategies, LLC; and

WHEREAS, Greenleaf Integrative Strategies, LLC provides consultation, facilitation, and coordination services to create a comprehensive workplan and meet the goal of DCPH becoming a Trauma Responsive Department; and

WHEREAS, the contract extension will provide DCPH and Greenleaf Integrative Strategies, LLC with adequate time to complete a discovery and assessment phase, offer leadership consultation and executive coaching, provide staff education and technical assistance, and utilize data integration to complete the workplan.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a contract amendment with Greenleaf Integrative Strategies, LLC to add \$105,000 to the original not to exceed contract amount of \$45,000 for a new not to exceed amount of \$150,000 and extend the current contract end date 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(s), consistent with the amount budgeted, to alter the contract(s) amount and the contract(s) 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 9/24/2024.

4.4 Authorization To Execute Licensing Agreements With Independent School Districts For Space For Emergency Public Health Activities

Motion: Joe Atkins

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 a public health emergency, the Dakota County Public Health Department (Public Health) is charged with establishing Point of Dispensing (POD) sites for situations requiring mass distribution of prophylaxis (medications or vaccines) or medical material distribution (testing or test supplies) to prevent or lessen the severity of infectious disease; and

WHEREAS, the PODs were previously referred to as mass dispensing/clinic sites and establishment of these sites is critical in supplying medications to County residents in the event of a public health emergency; and

WHEREAS, by Resolution No. 19-849 (November 19, 2019), and Resolution No. 20-241 (May 19, 2020), the Dakota County Board of Commissioners authorized execution of licensing agreements with ISD 191, ISD 192, ISD 194, ISD 197, and ISD 200 from the date of execution through December 31, 2024; and

WHEREAS, the current licensing agreements for mass clinic sites with ISD 191, ISD 192, ISD 194, ISD 197, and ISD 200 have never been invoked; and

WHEREAS, ISD 191, ISD 192, ISD 194, ISD 197, and ISD 200 have space that could be utilized by Public Health to set up a POD in the event of a public health emergency and training events; and

WHEREAS, the license agreements for each district are equivalent in nature and have been adjusted to all be on the same renewal cycle; and

WHEREAS, representatives from the school districts have agreed to the terms presented and will recommend execution of the license agreements.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute license agreements with Independent School District 191, Independent School District 192, Independent School District 194, Independent School District 197, and Independent School District 200 for use of space for public health emergency activities from the date of execution through December 31, 2030,

subject to approval by the County Attorney's Office as to form.

This item was approved and recommended for action by the Board of Commissioners on 9/24/2024.

4.5 Authorization To Execute Contracts For Apartment Services And Execute Contract Amendment For Housing Services

Motion: Joe Atkins

Second: Mary Hamann-Roland

WHEREAS, the Social Services Department provides contracted services across the housing service continuum; and

WHEREAS, staff recommends that the following three service contracts be renewed for services beginning January 1, 2025: Residential Transitions, Inc. and DARTS for On-Site Apartment Services and Extended Stay America Management, LLC for Emergency Hotel Shelter; and

WHEREAS, to ensure high-quality services, Dakota County has scheduled a routine contract Request for Proposal (RFP) process every five years and on May 9, 2023, staff issued an RFP for apartment services; and

WHEREAS, a review committee from Social Services reviewed and scored proposals from four vendors; and

WHEREAS, staff recommends Board authorization to execute contracts for apartment services and execute a contract amendment for housing services with the vendors for the amounts and terms listed in the Resolution.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute contracts for apartment services for the period of January 1, 2025 through December 31, 2025, subject to approval by the County Attorney's Office as to form, as follows:

Service - Agency - Not to Exceed Amount

- Apartment Services - DARTS - \$171,629
- Apartment Services - Residential Transitions, Inc. - \$250,620

; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a contract amendment for housing services with Extended Stay America Management, LLC for a new total not to exceed amount of \$2,000,000 and to extend the term through December 31, 2025; and

BE IT FURTHER RESOLVED, That the Community Services Director is hereby authorized to amend said contracts and amendment, consistent with the

amounts budgeted, to alter the contract and amendment amounts and the contract and amendment terms 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 and amendment shall contain a provision that allows the County to immediately terminate the contracts and amendment 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 9/24/2024.

4.6 Authorization To Execute Joint Powers Agreements With Dakota County Law Enforcement Agencies For Social Services Public Safety Embedded Social Worker Partnerships

Motion: Joe Atkins

Second: Mary Hamann-Roland

WHEREAS, cities and counties across the nation are exploring new approaches to working with people who experience a mental health crisis; and

WHEREAS, Dakota County and cities have been working together, for years, to develop partnerships and new models of response to a mental health crisis that promote safe, healthy communities and people receiving the right services at the right time; and

WHEREAS, Dakota County and public safety partners have been among the first in Minnesota to develop and implement crisis follow-up models, including through the Coordinated Response Pilot (the Pilot); and

WHEREAS, the Pilot, launched in 2019, was an innovative partnership aimed at providing a more effective, coordinated response to residents whose use of emergency services may indicate a need for a more integrated response from law enforcement and Social Services (SS); and

WHEREAS, the Pilot operated in four Dakota County cities -Apple Valley, Rosemount, South St. Paul, and West St. Paul - and was eventually expanded to all interested cities and the Dakota County Sheriff's Office; and

WHEREAS, in participating cities, a SS mental health social worker works closely with an assigned police partner to provide follow-up, service coordination and crisis stabilization services following a mental health crisis event; and

WHEREAS, crisis follow-up services link residents to other short- and long-term support services and are an essential component of an effective crisis services continuum; and

WHEREAS, partnerships have expanded to include co-location of mobile crisis

services; and

WHEREAS, by Resolution No. 20-449 (September 22, 2020), the County Board of Commissioners approved entering into joint powers agreements (JPA)s that outlined partnership roles and responsibilities of the Pilot; and

WHEREAS, by Resolution No. 21-618 (December 14, 2021), the County Board of Commissioners approved using American Rescue Plan (ARP) Act Coronavirus Local Fiscal Recovery Fund dollars to expand the Embedded Social Worker Model to all Dakota County cities; and

WHEREAS, by Resolution No. 22-164 (April 12, 2022), the County Board of Commissioners approved to expand the Embedded Social Worker Model to all Dakota County cities; and

WHEREAS, Dakota County's mental health crisis services continuum, which includes the Embedded Social Worker model, was recognized with achievement awards from the Minnesota Association of Counties (2023) and the National Association of Counties (2024); and

WHEREAS, Dakota County is requesting authorization to renew JPAs with the following cities: Apple Valley, Burnsville, Eagan, Hastings, Inver Grove Heights, Lakeville, Rosemount, South Saint Paul, and West Saint Paul ("cities"), management control agreements with the cities and the Dakota County Sheriff's Office, and to enter into JPAs with any additional Dakota County cities who may wish to partner in the future.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute joint powers agreements with the Cities of Apple Valley, Burnsville, Eagan, Hastings, Inver Grove Heights, Lakeville, Rosemount, South Saint Paul, and West Saint Paul ("cities") effective January 1, 2025 through December 31, 2026 ("Term"), including related management control agreements ("MCA") with the cities and the Dakota County Sheriff's Office for the Term, substantially as presented to the Community Services Committee of the Whole on September 17, 2024, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That if resources are available for additional law enforcement agencies to be added to the Embedded Social Worker Model, the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute joint powers agreements with other Dakota County law enforcement agencies effective upon the date of execution through December 31, 2026, including any related MCAs, substantially as presented to the Community Services Committee of the Whole on September 17, 2024, subject to approval by the County Attorney's Office as to form.

This item was approved and recommended for action by the Board of Commissioners on 9/24/2024.

4.7 Ratification Of Minnesota Department Of Human Services Adult Mental Health Initiative And Community Support Program Grant Application, And Authorization To Accept Grant Funds, Execute Grant Agreement, And Add 8.0 Grant-Funded Full-Time Equivalents

Motion: Joe Atkins

Second: Mary Hamann-Roland

WHEREAS, Minn. Stat. § 245.465 states the County Board shall use its share of mental health funds allocated by the Minnesota Department of Human Services (DHS) according to the mental health plan approved by the Commissioner of DHS; and

WHEREAS, the DHS Adult Mental Health Initiative (AMHI) and Community Support Program (CSP) grants provide funding to support Dakota County residents with mental illness to live healthy, thriving lives in community settings; and

WHEREAS, AMHIs are regional organizations that oversee adult mental health services and funding; and

WHEREAS, Dakota County is its own AMHI; and

WHEREAS, according to Minn. Stat. § 245.466, each local plan for an AMHI must be developed under the direction of the County Board as the local mental health authority; and

WHEREAS, the planning for each AMHI shall include, but not be limited to, people with lived experience, families, advocates, local mental health providers, and other system partners; and

WHEREAS, staff works closely with Dakota County's Adult Mental Health Local Advisory Council (LAC) on an ongoing basis to identify unmet needs and priorities; and

WHEREAS, state funding for AMHIs remained largely unchanged from the early 1990s through calendar year (CY) 2024; and

WHEREAS, by Resolution No. 22-346 (September 23, 2022), the Dakota County Board of Commissioners approved Dakota County's CY 2023 and 2024 AMHI and CSP grant application; and

WHEREAS, effective for AMHI grants starting in CY 2025, a new AMHI funding formula was implemented that factors in population, per capita spending, and social determinants of health; and

WHEREAS, the new, ongoing, funding formula significantly increases Dakota County's AMHI allocation; and

WHEREAS, under the new formula, Dakota County's AMHI portion of the allocation increases by \$1,844,007, from \$482,776 in CY 2024 to \$2,326,783 in CY 2025; and

WHEREAS, DHS communicated that funding amounts will remain consistent through, at least, CY 2035; and

WHEREAS, in preparation for the allocation of additional grant dollars in CY 2025 and opening of the Crisis and Recovery Center, Dakota County conducted adult mental health system needs assessment and data analysis; and

WHEREAS, stakeholder engagement and needs analysis informed Dakota County's CY 2025 and CY 2026 AMHI and CSP proposed spending plan; and

WHEREAS, the CY 2025 and CY 2026 spending plan prioritizes investments in staffing for effectively delivering, managing and overseeing a large and complex adult mental health system of care; and

WHEREAS, AMHI funding will be used for system coordination, clinical supervision, staffing for the Crisis and Recovery Center, core County mental health operations, and expanded community-based service options; and

WHEREAS, staff prepared and submitted the CY 2025 and CY 2026 AMHI and CSP application and budget forms by the September 9, 2024, submission deadline.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby ratifies the Adult Mental Health Initiative and Community Support Program grant application to the Minnesota Department of Human Services for calendar year (CY) 2025 and CY 2026 for a total grant amount of \$6,126,582; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to accept the grant funds and execute the Adult Mental Health Initiative and Community Support Program grant agreement for the period of January 1, 2025 to December 31, 2026 for a total grant amount of \$6,126,582, 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 8.0 grant-funded, full-time equivalent positions; 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.

This item was approved and recommended for action by the Board of Commissioners on 9/24/2024.

4.8 Ratification Of Minnesota Department Of Human Services Mobile Crisis Services Grant Application, And Authorization To Accept Grant Funds And Execute Grant Agreements

Motion: Joe Atkins

Second: Mary Hamann-Roland

WHEREAS, Dakota County operates a crisis services continuum that meets the requirements of Minn. Stat. § 256B.0944, Minn. Stat. § 256B.0624, and Minn. Stat. § 245I; and

WHEREAS, the Department of Human Services (DHS) administers State and federal funds through grant agreements for the provision of mental health crisis services in accordance with Minn. Stat. § 256B.0944, Minn. Stat. § 256B.0624 and Minn. Stat. § 245I; and

WHEREAS, by Resolution No. 21-461 (September 21, 2021) and by Resolution No. 21-618 (December 14, 2021), the Dakota County Board of Commissioners authorized adding 17.0 new full-time equivalents (FTEs) to Dakota County's crisis continuum team to meet community needs in preparation for having an actionable plan when DHS funding was available; and

WHEREAS, by Resolution No. 22-395 (September 20, 2022), the Dakota County Board of Commissioners ratified the Combined Mobile Crisis Services and Home and Community Based Services Medical Assistance Percentage Grant Application submission to DHS for calendar years (CY) 2023 and 2024, and State Fiscal Years (SFY) 2022, 2023, and 2024 for a total grant amount of up to \$5,000,000 and subsequently, grant agreements were executed for CY 2023 and 2024 for a total of \$2,812,567; and

WHEREAS, on May 31, 2024, DHS notified Dakota County of CY 2025 and CY 2026 funding allocations; and

WHEREAS, for CY 2025, Dakota County has been allocated State funding in the amount of \$702,287 and one-time State funding in the amount of \$302,571 for a total funding amount of \$1,004,858; and

WHEREAS, for CY 2026, Dakota County has been allocated State funding in the amount of \$687,525 and one-time State funding in the amount of \$299,286 for a total funding amount of \$986,811; and

WHEREAS, DHS may also reallocate additional unspent funds to counties; therefore, staff requests authorization to apply for funding up to \$2,500,000 for CY 2025 and CY 2026; and

WHEREAS, DHS is expected to develop a new funding formula to be implemented for CY 2027 allocations; and

WHEREAS, staff prepared and submitted, by the July 31, 2024, deadline, a grant application for CY 2025 and CY 2026 for crisis services funding to meet DHS submission requirements, including a proposal to fund 7.0 existing full-time equivalents, which were approved by previous board actions, including by Resolution No. 21-461 (September 21, 2021), and purchase of services for crisis system coordination.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby ratifies the Mobile Crisis Services Grant Application submission to the Minnesota Department of Human Services for calendar years (CY) 2025 and 2026 for a total grant amount of up to \$2,500,000; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to accept the grant funds, and execute the mobile crisis grant agreements for CY 2025 and 2026, 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.

This item was approved and recommended for action by the Board of Commissioners on 9/24/2024.

5. Regular Agenda

5.1 Update From Dakota-Scott Workforce Development Board And Proclamation Of September 2024 As Workforce Development Month In Dakota County

Motion: Mary Hamann-Roland

Second: William Droste

Mark Jacobs, Deputy Director, Employment and Economic Assistance, and the following representatives from the Dakota-Scott Workforce Development Board (WDB) presented on this item and stood for questions: Mike Forbord, WDB Chair; Jennifer Harmening, WDB Vice Chair; Ashley Halvorson, WDB Board Member.

WHEREAS, the month of September is a time to honor workforce development leaders and staff across Minnesota, as well as draw attention to the resources available to those looking for work and to employers who need workers now; and

WHEREAS, workforce development professionals throughout the state are working hard to connect all Minnesotans who need work with employment and to help employers reach often-overlooked labor pools.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby proclaims September 2024 as Workforce Development Month in Dakota County to honor and recognize the workforce development professionals who work hard to connect Minnesotans who need work with employment and to help employers reach often-overlooked labor pools.

This item was approved and recommended for action by the Board of Commissioners on 9/24/2024.

Ayes: 7

5.2 Update On Opioid Response, And Authorization To Allocate Opioid Settlement Funds For Trainings And Procurement Of Nasal Naloxone, Execute Related Contract Amendments, And Amend 2024 Public Health And 2024 Non-Departmental Budgets

Motion: Mary Hamann-Roland

Second: Joe Atkins

The following staff from Public Health presented this item and stood for questions: Coral Ripplinger, Department Director; Erin Carder, Deputy Director; and James Johnson, Jr., Opioid Prevention Program Coordinator.

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 2024, Dakota County signed onto the Steve Rummeler Hope Network's (SRHN)'s standing order for naloxone, allowing the County to become a naloxone access point (NAP) with the SRHN; and

WHEREAS, since that time, seven NAP sites have been established in Public Health and Library locations throughout the County; and

WHEREAS, access to intramuscular naloxone is offered to the County at no cost, but due to the high cost of nasal naloxone, additional funds are needed to support continued access; and

WHEREAS, access to nasal naloxone is important for public use, as it is an intuitive device to use for non-medical personnel; and

WHEREAS, providing educational content related to naloxone and Screening, Brief Intervention, and Referral to Treatment (SBIRT) trainings is vital to shifting public understanding and can help to break down stigma, promote safety, build awareness of available resources, and empower community members to advocate for themselves and loved ones; and

WHEREAS, in accordance with the Amended Minnesota Opioids State-Subdivision Memorandum of Agreement, the expenditure aligns with the list of opioid remediation uses in Exhibit A, section H, subsection 1, which states the remediation use of increasing the availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, individuals with Opioid Use Disorder (OUD) and their friends and family members, schools, community navigators and outreach workers, persons being released from jail or prison, or other members of the general public, and Exhibit A, section G, subsection 8, which states the remediation use of funding evidence-based prevention programs in schools or evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes \$5,500 of opioid settlement funds for Naloxone and Screening, Brief Intervention, and Referral to Treatment trainings, and authorizes \$50,000 of opioid settlement funds for the procurement of nasal naloxone to be accessible for community use at County Naloxone Access Points; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute related contract amendments, if necessary, subject to 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 amounts and the contract terms 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(s) due; and

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

Expense

Opioid Settlement Expense	<u>\$55,500</u>
Total Expense	\$55,500

Revenue

Opioid Settlement Funds	<u>\$55,500</u>
Total Revenue	\$55,500

; and

BE IT FURTHER RESOLVED, That the 2024 Non-Departmental Budget is hereby amended as follows:

Expense

Opioid Settlement Expense	<u>\$(55,500)</u>
Total Expense	\$(55,500)

Revenue

Opioid Settlement Funds	<u>\$(55,500)</u>
Total Revenue	\$(55,500)

This item was approved and recommended for action by the Board of Commissioners on 9/24/2024.

Ayes: 7

6. Community Services Director's Report

Marti Fischbach, Community Services Division Director, referred the Committee to the written report that was provided. Ms. Fischbach also stated that Dakota County and Scott County staff presented on Modernization and the Lieutenant Governor is interested in a meeting on the topic. Last, Ms. Fischbach mentioned that staff will be returning with presentations on Emergency Shelter and the Local Affordable Housing Aid Funds.

7. Future Agenda Items

Commissioners asked that the presentations on Emergency Shelter and Local Affordable Housing Aid Funds be two separate presentations.

8. Adjournment

8.1 Adjournment

Motion: Mike Slavik

Second: Liz Workman

On a motion by Commissioner Mike Slavik, seconded by Commissioner Liz Workman, the meeting was adjourned at 1:59 p.m.

Ayes: 7

Respectfully submitted,

Colleen Collette, Administrative Coordinator
Community Services Division

DRAFT



Community Services Committee of the Whole

Request for Board Action

Item Number: DC-3656

Agenda #: 4.2

Meeting Date: 10/22/2024

DEPARTMENT: Public Health

FILE TYPE: Consent Action

TITLE

Authorization To Execute Agreement With University Of Minnesota For Local Extension Programming And Employing Extension Staff

PURPOSE/ACTION REQUESTED

Authorize execution of an agreement with the University of Minnesota (U of M) for local Extension programming and employing Extension staff.

SUMMARY

On January 1, 2004, the U of M Extension deployed a new model for Extension programming. Extension Regional Offices were established throughout the state (one of those located in Farmington at the Dakota County Extension and Conservation Center) and local Extension offices were established in counties where customized local programs, services, and positions are funded with county dollars. This arrangement provided counties more choices in local Extension programming and increased accountability from Extension for its work. Since 2004, the Dakota County Extension Committee has recommended programming, and based on current community need, continues to recommend, that local programming be offered for the following areas: Extension Educator, 4-H Youth Development and Horticulture/Master Gardener.

By Resolution No. 22-124 (March 15, 2022), the Dakota County Board of Commissioners authorized the Physical Development Director to execute an agreement with the University of Minnesota for the support of the Dakota County Master Gardener (DCMG) program, including \$90,000 for a 1.0 full-time equivalent (FTE) position responsible for managing Dakota County plant production and DCMG program activities and \$5,500 in in-kind support for DCMG program activities.

By Resolution No. 23-528 (November 28, 2023), the DCMG, a volunteer program of the U of M Extension, authorized re-establishing a formal partnership with the County focused on expanding their plant production efforts and associated public services regarding horticulture and environmental stewardship.

To establish consistency for the rates charged for these local Extension program positions, the U of M works with the Association of Minnesota Counties (AMC), and the AMC sub-committee for Extension, to establish statewide costs. Staff is recommending a three-year agreement with a cost of \$463,750 for 2025, \$477,625 for 2026, and \$491,975 for 2027, for a total amount of \$1,433,350 as summarized in more detail in Attachment: Agreement.

Minn. Stat. §§ 38.34-38.37 authorizes a board of county commissioners to incur expenses and spend

money for county Extension work, states that money in the county Extension fund appropriated by the county board be paid out by orders of the U of M Dean of Extension and provides that Extension education and program staff must be U of M employees employed according to U of M personnel procedures.

The agreement includes salary and fringe benefits for the local programming positions, all travel (mileage, meals, and lodging), in-service training and professional development, program supervision (depicted in Attachment: Youth Development Organizational Chart and Attachment: Agriculture and Natural Resource Systems Organizational Chart), and payroll and accounting services provided by the U of M. All program staff will continue to be U of M employees. The County will provide support for these positions as outlined in Attachment: University Recommendations.

OUTCOMES

See Attachment: Program Deliverables for an outline of expectations. Below is a summary of the U of M Extension highlights in 2023.

- Over 11,121 volunteer hours in 2023 supported the Master Gardener program core mission to share research-based information and promote healthy landscapes, healthy people, and a healthy planet.
- Boasting the third largest Master Gardener volunteer program in the state, Dakota County has 194 active volunteers and 31 new individuals pursuing the core course to become certified.
- The Master Gardeners volunteered at 15 different gardens and donated over 2,750 pounds of produce to local food shelves, in addition to partnering to provide education and outreach with 20 community partners and thoughtfully answering over 1,000 gardening questions from County residents at Farmer's Markets this year through "Ask A Master Gardener" tabling events.
- As one example of meeting the priority of plant biodiversity, Dakota County Natural Resources staff and Master Gardener volunteers had a goal to propagate and plant 45,000 local-origin, native wildflowers, and grasses for habitat restoration. Master Gardeners collected seed, germinated natives at home, transplanted seedlings, and planted plugs along greenways, shorelines, and prairies. Master Gardeners also handed out 3,600 milkweed plants to park visitors, expanding the range of this important native plant.
- One-thousand five-hundred and two youth (kindergarten through one year past high school) were enrolled members in Dakota County 4-H in 2023 and remains the largest 4-H program in Minnesota. Forty-seven percent of youth indicated in their enrollment that they live in a suburb or city of more than 50,000. Two hundred and three screened volunteers guide young people in their learning and leading.
- Thirty-one percent of youth enrolled in Dakota County 4-H identify as youth of color.
- Dakota County first generation engagement is 14 percent higher than the state average at 36 percent. This is due to nurturing and supporting partnerships across the county.
- Executed 38 sustainable 4-H partnerships (Burnsville Youth Collaborative, Northfield PLUS and BLAST, and School Age Care in West St. Paul, Hastings and Kids N Kinship, Libraries) with 52 percent of youth enrolled being reached with programming while in community. Youth in these programs have a minimum of four contact hours and a maximum of 24 contact hours.
- The annual 4-H Youth Outcome Survey distributed in the fall of 2023 to Dakota County members indicated:
 - 83 percent of youth who participated in 4-H can work with others to achieve a goal

- 82 percent of youth can actively listen to what others have to say
- 83 percent of youth enjoyed learning
- 80 percent of youth felt like they belonged

RECOMMENDATION

Staff recommends approval of the agreement with the U of M for local Extension programming, including: 4.0 FTE Educators, 4-H Youth Development, and 0.75 FTE Program Coordinator, Master Gardener Volunteer Program, in an amount not to exceed \$1,433,350 for the period of January 1, 2025 through December 31, 2027.

EXPLANATION OF FISCAL/FTE IMPACTS

There is a \$52,072 net County cost anticipated as a result of this action, which will be included in the 2025 County Manager’s Recommended Budget. A consistent level of local Extension program staffing is anticipated to be included in the budgets for 2025, 2026, and 2027 and is summarized in Attachment: Programs and Positions. Paragraphs nine and ten of the agreement identify the actions required to modify or terminate the agreement, should such actions be required.

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

RESOLUTION

WHEREAS, on January 1, 2004, the University of Minnesota (U of M) Extension deployed a new model for Extension programming; and

WHEREAS, Extension Regional Offices were established throughout the state (one of those located in Farmington at the Dakota County Extension and Conservation Center) and local Extension offices were established in counties where customized local programs, services, and positions are funded with county dollars; and

WHEREAS, this arrangement provided counties more choices in local Extension programming and increased accountability from Extension for its work; and

WHEREAS, since 2004, the Dakota County Extension Committee has recommended programming, and based on current community need, continues to recommend that local programming be offered for the following areas: Extension Educator, 4-H Youth Development and Horticulture/Master Gardener; and

WHEREAS, by Resolution No. 22-124 (March 15, 2022), the Dakota County Board of Commissioners authorized the Physical Development Director to execute an agreement with the U of M for the support of the Dakota County Master Gardener (DCMG) program, including \$90,000 for a 1.0 full-time equivalent (FTE) position responsible for managing Dakota County plant production and DCMG program activities and \$5,500 in in-kind support for DCMG program activities; and

WHEREAS, by Resolution No. 23-528 (November 28, 2023), the DCMG, a volunteer program of the U of M Extension, authorized re-establishing a formal partnership with the County focused on expanding their plant production efforts and associated public services regarding horticulture and environmental stewardship; and

WHEREAS, to establish consistency for the rates charged for these local Extension program positions, the U of M works with the Association of Minnesota Counties (AMC), and the AMC sub-committee for Extension, to establish statewide costs; and

WHEREAS, staff is recommending a three-year agreement with a cost of \$463,750 for 2025, \$477,625 for 2026, and \$491,975 for 2027, for a total not to exceed amount of \$1,433,350; and

WHEREAS, Minn. Stat. §§ 38.34-38.37 authorizes a board of county commissioners to incur expenses and spend money for county Extension work, states that money in the county Extension fund appropriated by the county board be paid out by orders of the U of M Dean of Extension, and provides that Extension education and program staff must be U of M employees employed according to U of M personnel procedures; and

WHEREAS, this agreement includes salary and fringe benefits for the local programming positions, all travel (mileage, meals and lodging), in-service training and professional development, program supervision, and payroll and accounting services provided by the U of M; and

WHEREAS, all program staff will continue to be U of M employees; and

WHEREAS, the County will provide support for these positions such as office space, telephone, computer, email, support staff, and other general office supplies; and

WHEREAS, all services will be provided exclusively in Dakota County.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute an agreement with the University of Minnesota for local Extension programming and employing Extension staff in an amount not to exceed \$1,433,350, effective January 1, 2025 through December 31, 2027; and

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

PREVIOUS BOARD ACTION

22-124; 3/15/22

23-528; 11/28/23

ATTACHMENTS

Attachment: Agreement

Attachment: Youth Development Organizational Chart

Attachment: Agriculture and Natural Resource Systems Organizational Chart

Attachment: University Recommendations

Attachment: Program Deliverables

Attachment: Programs and Positions

BOARD GOALS

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

CONTACTS

Department Head: Coral Ripplinger
Author: Tammy McCulloch

Agreement Between the Regents of the University of Minnesota And Dakota County, Minnesota For providing Extension programs locally and employing Extension Staff

This Agreement (“Agreement”) between the County of Dakota Minnesota (“County”) and Regents of the University of Minnesota on behalf of its Extension unit, 240 Coffey Hall, St. Paul, Minnesota, 55108 (“University”) is effective January 1, 2025, and supersedes and replaces any and all current or existing agreements relating to Extension and its programs that may exist between the County and University.

The term of this Agreement shall be three (3) years, beginning on January 1, 2025 and ending on December 31, 2027, unless earlier terminated as provided in paragraphs 9 and 10.

WITNESSETH:

WHEREAS, Minn. Stat. §38.34 authorizes a Board of County Commissioners to incur expenses and spend money for County Extension work; and

WHEREAS, the money set aside and appropriated by the County Board in the County Extension Fund may be paid out by orders of the University’s Director of Extension, or the Director’s designee, as identified in Minn. Stat. §38.36, Subd. 3; and

WHEREAS, Minn. Stat. §38.37 provides that Extension educators must be employed according to University personnel procedures and must be University employees; and

WHEREAS, it is the intention of the County and University that the University shall provide Extension services on behalf of the County in exchange for considerations as detailed herein.

NOW THEREFORE, in consideration of the mutual undertaking and agreements contained within this Agreement, the County and University hereby agree as follows:

1. In accordance with Minn. Stat. §38.37 County desires to augment the University’s state-wide Extension programs (Programs) as detailed in Exhibit A, Table A. Exhibit A also details the University-hired administrative support specialists, short-term temporary casual program staff, and the grant/partner-funded positions that the County supports. Program deliverables are listed in Exhibit B.
2. County recognizes that University costs for supporting these Programs and positions increase from year to year. The costs payable for these positions are reviewed by the Association of

Minnesota Counties' ("AMC") Extension Committee and University's Extension central administration, at which time the parties agree on an appropriate inflation factor for the coming year(s). Unless County and University otherwise agree, the inflation factor will be as agreed to by AMC and University.

3. Based on the County's funding commitment, University agrees to hire, schedule, pay, and evaluate employees. University employees will follow University policies, procedures, contracts and labor agreements. University will provide salary and fringe benefits for the positions and, following University personnel guidelines, University will determine the salary adjustment of each University Extension employee. University will provide employee supervision, staff development, and performance management. University also agrees to provide Program leadership, connections to University research, enhanced programming from state/regional Extension employees, oversight for risk management and contract management, and payroll and accounting services, including reimbursing employees for business travel.

4. County agrees to provide local support in the form of a county-hired administrative support specialist or to contract with the University for administrative support. The County also agrees to provide office space, office furnishings, telephone, computer and printer, software, internet service, storage space, and general office supplies for the positions listed on Exhibit A. The University will recommend administrative support specialist responsibilities and technology needs (Exhibit C). Nevertheless, the County will determine the level of availability and type of local support as established in the annual budget.

5. University will bill the County quarterly and the County will submit payment within thirty-five (35) days of receipt of the bill. The total annual amount to be paid by the County for the Program and University hired administrative support specialist positions shall be billed and paid in four (4) equal quarterly payments. University will bill the County for short-term temporary casual positions as outlined in Exhibit A.

6. During an extended leave of absence (e.g. FMLA; educational leave), the University will continue the Program with regional educators and/or temporary employees with the involvement and concurrence of the County. The County will be billed at the contract price and will not incur any additional charges for regional educators or temporary employees. If the Program is reduced during a leave of absence, the University and County will mutually agree to the amount the invoice should be adjusted.

7. As vacancies occur (e.g. retirement, resignation), and if the County and University agree to continue to support the desired Program and position, University will hire new personnel with the involvement and concurrence of the County. The County will not be billed for a position during the

time that position is vacant. If temporary employees are hired to continue the Program during the hiring process, the County will be billed at the contract price.

8. Annually, the County Extension Committee, in coordination with University, will be responsible for approving the County Extension educational programming and services, as provided for in Minn. Stat. §38.37. The County Extension Committee will have the option to provide input to University on Programs as part of the University's annual Program evaluation. County and University will work together to address Program concerns. Program or personnel issues that cannot be resolved locally, should be addressed with the supervisor (Exhibit D - Org. Chart).

9. Nothing in this Agreement precludes the County or University at any time during the term of this Agreement from requesting a modification of the Program, including an adjustment of the number of University Extension personnel working in the County. The County or University will provide a minimum of ninety (90) days prior notice if either party desires a change in Programs that results in a decrease in the staffing or funding level, and both parties agree to enter into good faith discussions to address such request.

10. If University or the County in good faith determines that funding is no longer available to support the Programs or positions providing services locally, either party may terminate this Agreement. Termination of the Agreement in its entirety requires a minimum of ninety (90) days' prior notice. Notice shall be dated and provided in writing to the parties listed below as the contacts for this Agreement.

If to County:	Dakota County Attn: Marti Fishchbach, Community Services Director 1590 Highway 55 Hastings, MN 55033 E-mail: marti.fischbach@co.dakota.mn.us
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If to University:	University of Minnesota Minnesota Extension Attn: Dean Beverly R. Durgan 240 Coffey Hall 1420 Eckles Avenue St. Paul, MN 55108 E-mail: mnext@umn.edu
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11. Each party agrees that it will be responsible for its own actions and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party or the results thereof. The County's liability is governed by the provisions of Minn. Stat. Chap. 466 and other

applicable laws. The University's liability is governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. §3.736 and other applicable law.

12. Pursuant to Minn. Stat. §16C.05, Subd. 5, the University agrees that County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of relating to this Agreement. University agrees to maintain these records in accordance with applicable law.

13. All data collected, created, received, maintained, or disseminated for any purposes by the activities of University because of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chap. 13, as amended, the Minnesota Rules implementing such Act now in force or as adopted, as well as Federal Regulations on data privacy.

14. With respect to their obligations under this Agreement, the University and the County are committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation or other classifications protected by state or federal law. In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363A; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

15. This Agreement may be executed in counterparts and/or by electronic signature, each counterpart of which will be deemed an original, and all of which together will constitute one agreement. The executed counterparts of this Agreement may be delivered by electronic means, such as email, and the receiving party may rely on the receipt of such executed counterpart as if the original had been received.

– Signature Page Follows –

IN WITNESS WHEREOF, the parties by their respective authorized agents or officers have executed this Agreement.

County of Dakota

BY _____
Marti Fischbach, Director, Community Services Division

DATE _____

Approved as to form:

BY _____
County Attorney

DATE _____

Regents of the University of Minnesota

BY _____
Dean, University of Minnesota Extension

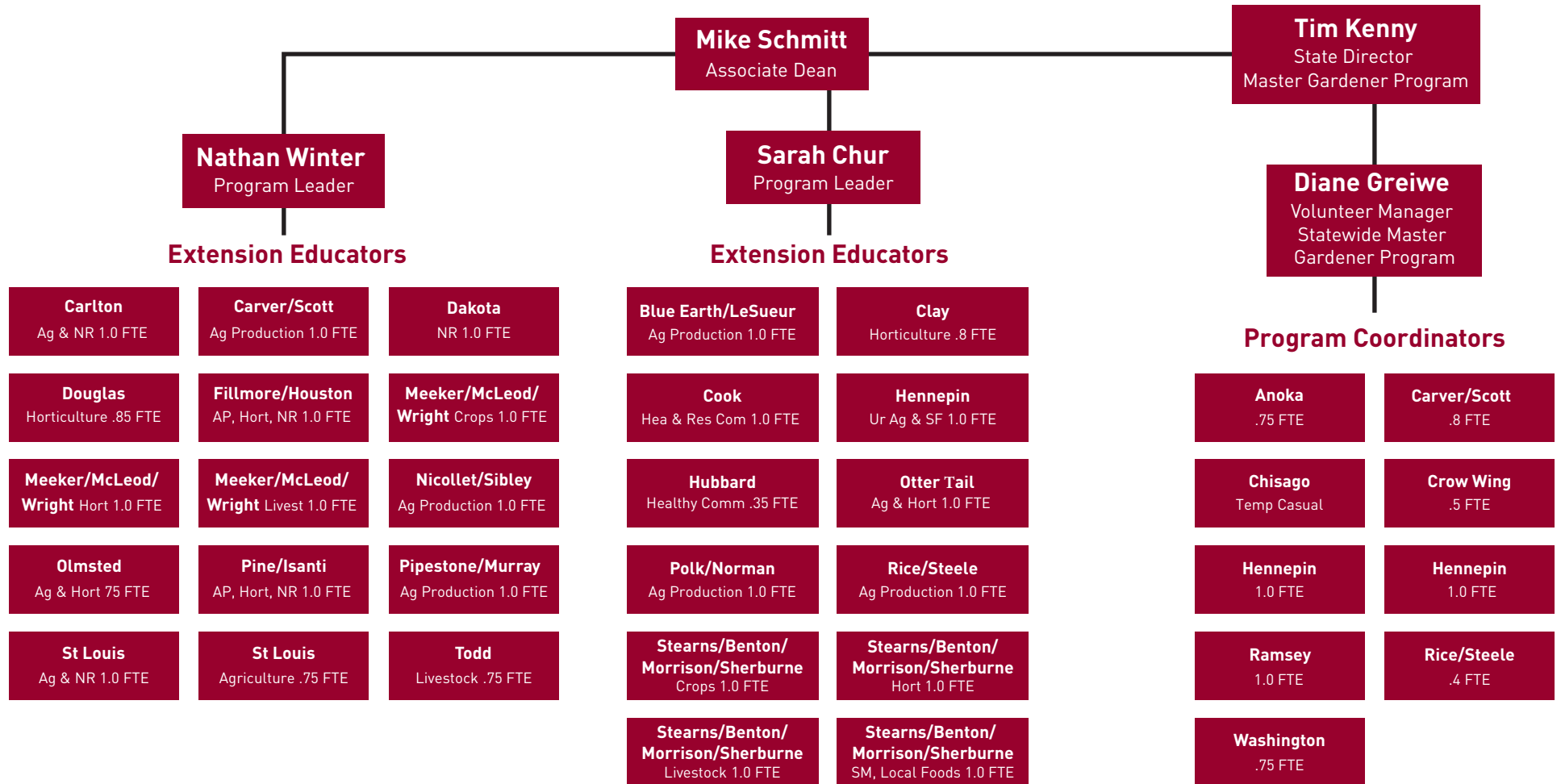
DATE _____

Department of Youth Development

Jennifer Skuza
Associate Dean



Department of Agricultural and Natural Resource Systems



Agreement between the Regents of the University of Minnesota through its Extension and Ramsey County, Minnesota

Exhibit C: University Recommendations

The County will determine the level of availability and type of local support as established in the annual budget. Per the Memorandum of Agreement, paragraph 4, the University offers the following recommendations for the time and responsibilities of county-hired administrative support specialists; and, technology support for Extension employees located in county Extension offices.

1. Technology recommendations for Extension employees located in county Extension offices

- Hardware: Laptop computer; keyboard and mouse; monitor; docking station; camera with microphone; and, printer or access to a shared printer for each employee.
 - A laptop computer is recommended over a desktop computer for ease of use offsite (e.g. county fair; programs)
- Software: Allow for installation, use, and updates to University-provided software on county hardware and networks: Google Workspace; Microsoft Office; Web Conferencing (e.g. Zoom); 4HOnline
 - Google Workspace is used by the University for email, shared calendars, online document editing and storage, and quick connections by chat or video.
 - Microsoft Office is used to create documents, spreadsheets, and presentations.
 - Web Conferencing tools, like Zoom, are used by the University for regularly scheduled internal and external meetings and training (e.g. updates on 4honline and fair entry software).
 - 4-HOnline is an online member enrollment and event management software used by Minnesota 4-H.
- Website Access:
 - University and Extension web pages are used for internal communication, accessing resources for program participants, and updating county websites.
- Social Media Access
 - Facebook and X (formerly Twitter) are used for promoting programming to the public, including 4-H members and volunteers.
- Access to electronic county forms/documents required for the position.
- Support from County IT.

2. Recommendations for time and responsibilities of county-hired administrative support specialists

- A minimum of 20 hours/week/year round (1040 hours) of support is recommended with additional hours needed as the size and scope of Programs increase.

- University-hired Administrative Support Specialist position description, copied below, is an example of tasks to be completed by a county-hired administrative support specialist.

Example Position Description
Extension Administrative Support Specialist

An Extension Administrative Support Specialist provides day-to-day operations including customer service and administrative support for all county Extension programs and activities. This position provides support for 4-H, Master Gardeners, Agriculture and Natural Resources, and SNAP Ed.

County Program Support

- Assists Extension staff in planning and developing resources and events.
- Assists in communicating Extension programs through website updates, social media, listservs, newsletters, and print and radio media.
- Helps to ensure Extension is adhering to applicable county and University policies.
- Provides direct and back-up support for the county 4-H program.
- Provides backup and backfill assistance for similar programs.

Office and General Administration

- Operates and maintains general office equipment; consults with IT as appropriate.
- Orders, maintains, and manages office supplies and publications for the department.
- Processes office mail.
- Maintains schedule for office meeting rooms.
- Participates in training, professional staff development, and conferences.
- Point of contact for the county Extension office; receives, greets, and responds to requests; provides resources and referrals to questions and distributes requests/messages to correct parties.
- Provides clerical and technical office support for all Extension programs and staff.
- Assists with creating and modifying electronic documents, brochures, program fliers, posters, reports, and correspondence. Prints, scans, and files materials.
- Provides support to the county Extension committee.
- Administers Extension Office accounting activities including deposits, accounts payable, and processing invoices and vouchers for payment reviews financial statements monthly.

Agreement between the Regents of the University of Minnesota through its Extension and Dakota County, Minnesota

Exhibit B: Program Deliverables

The University of Minnesota Extension offers the County four options for augmenting Extension programming locally. Deliverables within a county depend on the Program(s) selected (Exhibit A - Table A) and the level of investment in the Program.

4-H Youth Development:

1. The county 4-H program will be delivered to promote youth learning, leadership and service with research-based curricula and educational methods.
2. All 4-H'ers will have opportunities to showcase their learning, leadership and service at public events.
3. All 4-H'ers will have opportunities to participate in regional, state and national 4-H programs and events.
4. A volunteer system will be in place to recruit, train and engage adults to support the delivery of the county 4-H program.
5. Community needs and opportunities will be discussed and 4-H program plans, program calendar, impact reports and other communications will be shared with the County Extension Committee, 4-H membership and families, and other stakeholders.

Agriculture, Food and Natural Resources:

1. Extension educators will provide customized, research-based resources and education to meet identified County needs.
2. Extension educators will provide agricultural, horticultural, and natural resource adult education that is reliable and practical, using a variety of delivery methods/platforms.
3. Extension educators will provide technical assistance (phone, online, in-person) for homeowners and farmers.
4. Extension Master Gardener Volunteer Program coordinators will guide county volunteers in volunteer recruitment, training, and program delivery, with a focus on sharing research-based horticultural knowledge and practices, cultivating diverse collaborations, supporting project-based volunteer activities and inspiring change.
5. Extension educators and program coordinators will discuss county needs and share program goals, impact reports, calendar of events, newsletters, and other communications with the County Extension Committee and other stakeholders.

Family, Health and Wellbeing:

1. Extension Educators and SNAP Ed/EFNEP Health and Wellness Coordinators will promote health through education in family nutrition, family resource management/finances, family mental health, substance use and recovery, and/or parent education.
2. Extension Educators and SNAP ED/EFNEP Health and Wellness Coordinators will work with, adapt, and deliver programs for new, diverse, and historically underserved audiences.
3. Extension educators will develop, train, consult, implement, and evaluate educational programs based in scholarly/scientific research and community needs/assets.
4. Extension Educators will conduct applied research in collaboration with campus faculty and county partners, if applicable to local needs and demographic trends.
5. Extension will communicate with the County Extension Committee and other stakeholders by discussing community needs, sharing program goals to meet community needs, sharing impact reports, and discussing feedback for future programming.

Community Development:

1. Extension Educators will work with community leaders, including the County Extension Committee, to engage different segments of the community to understand and assess the issues affecting their community and its development.
2. Extension Educators will facilitate the development of an annual community development action plan that guides educational programming and applied research for the county on an annual basis and contributes to the development of a core \set of community development resources for the county.
3. Extension Educators will facilitate and support access to community development educational programming in the county such as programs in leadership development, tourism, entrepreneurship, workforce development, placemaking, and others tailored to the needs of the county.
4. Extension Educators will coordinate applied research programs that examine issues of community and economic development that help community leaders better understand these issues and inform actionable responses.
5. Extension Educators will evaluate the short and long-term impacts of community development programming in the county and share this information with the County Extension Committee and other stakeholders.

Agreement between the Regents of the University of Minnesota through its Extension and Dakota County, Minnesota

Extension Programs and Positions Supported by the County

The County has agreed to support the following University of Minnesota Extension Programs and positions. Package prices are based on a three-year commitment unless otherwise noted.

Table A: Programs

County agrees to provide the funds identified below to augment the following Extension Programs and positions. Package prices include salary, fringe, travel, and other expenses as described in paragraph 3 of the above-referenced "Agreement."

Program/Position	2025		2026		2027	
	FTE	Price	FTE	Price	FTE	Price
Extension Educator 4-H Youth Development	4	\$400,000	4	\$412,000	4	\$424,400
Master Gardener Volunteer Program Coordinator	.75	\$63,750	.75	\$65,625	.75	\$67,575
Total	4.75	\$463,750	4.75	\$477,625	4.75	\$491,975

Table B: Administrative Support Specialist

County agrees to provide the funds identified below to support a University-hired Administrative Support Specialist in the County Extension Office. The Administrative Support Specialist is a bargaining unit employee, paid hourly. Full-time is 40 hours per week or 2080 hours per year. Unless otherwise specified, hours of work will be divided equally across 52 weeks. Package price includes salary, fringe, travel, and other expenses as described in paragraph 3 of the above-referenced "Agreement."

Administrative Support	2025		2026		2027	
	Hours	Price	Hours	Price	Hours	Price
University-hired Administrative Support Specialist	2080	\$75,000	2080	\$77,250	2080	\$79,570
Total	N/A	N/A	N/A	N/A	N/A	N/A

Table C: Short-term Temporary Casual Program Staff (e.g. College Intern; Summer Coordinator)

County agrees to provide the funds identified below to support University-hired short-term temporary casual program staff. Salary and fringe vary by classification and experience. Unless otherwise noted, the University has the flexibility to hire individuals into the classification that matches the employee's qualifications and best serves the county Program needs. Funds provided will be used to cover salary, fringe, travel, and other expenses as described in paragraph 3 of the above-referenced "Agreement."

Casual Program Staff	2025 Total Funds	2026 Total Funds	2027 Total Funds
4-H Summer Intern	\$20,000	\$20,000	\$20,000
Total	\$20,000	\$20,000	\$20,000

Table D: Grant/Partner Funded Positions

County is not obligated to provide funds and the University shall not bill for the following grant or partner-funded positions. County agrees to provide "local support" as specified in paragraph 4 of the Agreement unless otherwise specified. University agrees to provide salary, fringe, travel, and other expenses as described in paragraph 3 of the above-referenced "Agreement."

Program	Position/Working Title	Grant/Funding Partner	Local Support
N/A	N/A	N/A	N/A



Community Services Committee of the Whole

Request for Board Action

Item Number: DC-3772

Agenda #: 4.3

Meeting Date: 10/22/2024

DEPARTMENT: Social Services-Children & Family Services

FILE TYPE: Consent Action

TITLE

Authorization To Accept Minnesota Department Of Human Services Children’s Mental Health Screening Grant Funds And Execute Grant Agreement

PURPOSE/ACTION REQUESTED

Authorize acceptance of Minnesota Department of Human Services (DHS) Children’s Mental Health Screening grant funds and execution of the grant agreement.

SUMMARY

In 2003, the Minnesota Legislature added mental health screening requirements to Minnesota Statutes to include children's mental health screening for specific Child Welfare and Juvenile Justice populations.

The purpose of the children's mental health screening within the child welfare and juvenile justice populations is to integrate mental health into current practices and to promote earlier mental health identification and intervention. Early identification of mental illness followed by the appropriate intervention and treatment may prevent years of disability and provide improved outcomes for children and their families. Focusing on these at-risk populations, and particularly the uninsured and underinsured, grant funding can provide mental health treatment for children who would not otherwise receive these services. Children's mental health screenings facilitate the referral of children for further testing and treatment using standardized effective mental health screening instruments. DHS provides funding to counties and tribes to conduct these screenings.

The breakdown of the total \$413,911 grant allocation is as follows:

Child Welfare	\$123,319
Juvenile Justice	\$290,592

Staff recommends the County Board authorizes acceptance of the grant funds in the amount of \$413,911 and execution of the grant agreement for the period of January 1, 2025 through December 31, 2025.

OUTCOMES

How much?

In 2023, 1,023 children/youth from Dakota County Children and Family Services and Juvenile Corrections received a children's mental health screening.

- 198 screenings - early childhood screenings (ages 0-5)
- 349 screenings - truancy

- 476 screenings - juvenile corrections

How well?

- 100 percent of youth being referred for placement in a Qualified Residential Treatment Program were screened by the Juvenile Screening Team within 10 days as required by statute.
- In 2023, Children's Mental Health Assessment Social Worker caseloads averaged 16 cases and are now close to the Occupational Health and Safety maximum of 15 cases per worker.
- 74 percent of youth served by Children's Mental Health Assessment are determined eligible for ongoing case management or closed within 90 days per statute.

Is anyone better off?

- Dakota County residents seeking access to Children's Mental Health services have access to timely assessments to improve youth mental health stability and to improve individual health and well-being.
- 92 percent of caregivers reported that their child gets along better with family members.
- 94 percent of caregivers reported that their child gets along better with friends and other people.

RECOMMENDATION

Staff recommends authorization to accept the DHS Children's Mental Health Screening grant funds in the amount of \$413,911 and execute the grant agreement for the period of January 1, 2025 through December 31, 2025.

EXPLANATION OF FISCAL/FTE IMPACTS

There is a \$0 net County cost anticipated as a result of this action. The grant award will be included in the 2025 County Manager's Recommended Social Services and Community Corrections Budgets.

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

RESOLUTION

WHEREAS, in 2003, the Minnesota Legislature added mental health screening requirements to Minnesota Statutes to include children's mental health screening for specific Child Welfare and Juvenile Justice populations; and

WHEREAS, the purpose of the children's mental health screening within the child welfare and juvenile justice populations is to integrate mental health into current practices and to promote earlier mental health identification and intervention; and

WHEREAS, early identification of mental illness followed by the appropriate intervention and treatment may prevent years of disability and provide improved outcomes for children and their families; and

WHEREAS, focusing on these at-risk populations, and particularly the uninsured and underinsured, grant funding can provide mental health treatment for children who would not otherwise receive these services; and

WHEREAS, children's mental health screenings facilitate referral of children for further testing and treatment using standardized effective mental health screening instruments; and

WHEREAS, the breakdown of the total \$413,911 grant allocation is as follows:

Child Welfare	\$123,319
Juvenile Justice	\$290,592

; and

WHEREAS, staff recommends the County Board authorizes acceptance of the grant funds in the amount of \$413,911 and execution of the grant agreement for the period of January 1, 2025 through December 31, 2025.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to accept the Minnesota Department of Human Services Children's Mental Health Screening grant award of \$413,911 and execute a grant agreement for the period of January 1, 2025 through December 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.

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: Suzanne Tuttle
Author: Suzanne Tuttle



Community Services Committee of the Whole

Request for Board Action

Item Number: DC-3769

Agenda #: 4.4

Meeting Date: 10/22/2024

DEPARTMENT: Social Services-Children & Family Services

FILE TYPE: Consent Action

TITLE

Authorization To Execute Contracts For Children And Family In-Home And Community-Based Services

PURPOSE/ACTION REQUESTED

Authorize execution of contracts for Children and Family In-Home and Community-Based Services.

SUMMARY

The work of Children and Family Services requires access to in-home and community-based services for children, youth, and families, whether in addressing child protection issues, children's mental health needs, truancy, or youth transitioning from the foster care system. The Minnesota Comprehensive Children's Mental Health Act, specifically Minn. Stat. § 245.4874, subd. 1, requires county boards to develop a system of affordable and locally available children's mental health services based on a local service delivery system detailed in Minn. Stat. § 245.4875, subd. 2.

The juvenile protection provisions of the Juvenile Court Act, Minn. Stat. Ch. 260C, reference child protection case plan services and the need for county social services agencies to provide support and services to prevent out-of-home placement, and to assist in family reunification following children being in out-of-home placement. Children and Family Services contracts for supportive services that address the needs of children, youth, and families based on the concerns that brought them to Social Services.

Behavioral Dimensions Inc. currently provides Intensive Behavioral Specialist programming for Dakota County children who meet Severe Emotional Disturbance (SED) eligibility, up to age 18, who have frequent behavioral health crises and are unable to access most services due to frequent and/or severe episodes of unsafe behavior. Behavioral Dimensions Inc. has also provided a limited number of crisis diagnostic assessments for children who are boarding in hospital emergency rooms. This additional service will help move children out of hospital emergency rooms much more quickly and get them the services they need sooner.

Lopno and Associates currently provides Psychological Evaluations for Dakota County children who have an open Children and Family Services case and cannot access a complete psychological evaluation through their health plans. Psychological Evaluations will determine if the parent has mental health and/or cognitive concerns, providing sufficient information to guide services and case decisions.

Staff is requesting a contract with Behavioral Dimensions Inc. for Behavioral Specialist programming

for a not to exceed amount of \$200,000, effective January 1, 2025 through December 31, 2026.

Staff is requesting a contract with Lopno and Associates for Psychological Evaluations for a not to exceed amount of \$180,000, effective January 1, 2025 through December 31, 2026.

OUTCOMES

The effectiveness of services is evaluated at the program and service level. Services provided through contracts support overall child protection and children's mental health plan goals.

How much?

In 2023, 4,782 children were served by Dakota County's Children and Family Services, in programs providing a range of services including Maltreatment Screening, Child Protection Assessment and Case Management, Parent Support Outreach, Truancy, and Children's Mental Health Assessment and Case Management.

How well?

In 2023, for children in out-of-home placement, 90.5 percent had a face-to-face visit with their social worker in each month of placement. For children's mental health, 74 percent of assessments were completed within 90 days.

Better off?

For all children who had a report of maltreatment accepted for response in the prior year, 83.6 percent did not have a subsequent report of maltreatment in 2023.

RECOMMENDATION

Staff recommends execution of contracts with Behavioral Dimensions and Lopno and Associates for the period of January 1, 2025 through December 31, 2026.

EXPLANATION OF FISCAL/FTE IMPACTS

For services that are included in a health insurance benefit, client coverage is accessed for payment of services. If no coverage is available, County rates are consistent with Medical Assistance. Dakota County collects fees from families based on a sliding fee scale set by the Minnesota Department of Human Services to offset some costs. The County costs for these services will be included in the 2025 County Manager's Recommended Budget. None of the contracts guarantee referrals, and referrals and service use are managed based on need and budget. 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.

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

RESOLUTION

WHEREAS, the work of Children and Family Services requires access to in-home and community-based services for children, youth, and families, whether in addressing child protection issues, children's mental health needs, truancy, or youth transitioning from the foster care system; and

WHEREAS, the juvenile protection provisions of the Juvenile Court Act, Minn. Stat. Ch. 260C, reference child protection case plan services and the need for county social services agencies to provide support and services to prevent out-of-home placement, and to assist in family reunification following children being in out-of-home placement; and

WHEREAS, Behavioral Dimensions Inc. currently provides Intensive Behavioral Specialist programming for Dakota County children who meet Severe Emotional Disturbance (SED) eligibility, up to age 18, who have frequent behavioral health crises and are unable to access most services due to frequent and/or severe episodes of unsafe behavior; and

WHEREAS, Lopno and Associates currently provides Psychological Evaluations for Dakota County children who have an open Children and Family Services case and cannot access a complete psychological evaluation through their health plans; and

WHEREAS, staff is requesting a contract with Behavioral Dimensions Inc. for Behavioral Specialist programming for a not to exceed amount of \$200,000, effective January 1, 2025 through December 31, 2026; and

WHEREAS, staff is requesting a contract with Lopno and Associates for Psychological Evaluations for a not to exceed amount of \$180,000, effective January 1, 2025 through December 31, 2026.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a contract for Behavioral Specialist programming with Behavioral Dimensions Inc. in a not to exceed amount of \$200,000 for the period of January 1, 2025 through December 31, 2026, 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 execute a contract for Psychological Evaluations services with Lopno and Associates in a not to exceed amount of \$180,000 for the period of January 1, 2025 through December 31, 2026, 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 amounts budgeted, to alter the contract amounts and the contract terms up to one year after initial expiration dates, 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 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.

PREVIOUS BOARD ACTION

None.

ATTACHMENTS

None.

BOARD GOALS

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

CONTACTS

Department Head: Suzanne Tuttle
Author: Suzanne Tuttle



Community Services Committee of the Whole

Request for Board Action

Item Number: DC-3801

Agenda #: 5.1

Meeting Date: 10/22/2024

DEPARTMENT: Social Services-Housing & Community Resources

FILE TYPE: Regular Action

TITLE

Update On Affordable Housing Aid Spending Options, And Authorization To Allocate Local Affordable Housing Aid to Emergency Rental Assistance And Amend 2024 Social Services Budget

PURPOSE/ACTION REQUESTED

Receive an update on Affordable Housing Aid spending options, and authorize allocation of Local Affordable Housing Aid to Emergency Rental Assistance for 2024 and amendment to the 2024 Social Services Budget.

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.

On July 23, 2024, Community Services presented updates to Affordable Housing Aid statute language and a plan for the 2025 budget as co-developed by Dakota County Community Services and the Dakota County CDA. This plan is based on the Housing Business Plan recommendations and priorities and is built in the 2025 county budget proposal. By Resolution No. 24-379 (July 30, 2024), staff also received authorization to accept the State and Local Affordable Housing Aid funds in 2024. A portion of these funds were built into the 2024 Social Services Budget and are currently being spent.

There continues to be an immediate need for Emergency Rental Assistance funding to support the Housing Clinic at Eviction Court and Social Services' Prevention Services and Navigation Team for prevention assistance prior to an eviction filing. Social Services is requesting an additional \$355,000 in funding for 2024 (Attachment: Prevention Services and Navigation Referral Guidelines).

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 Housing Business Plan. This presentation will continue the Affordable Housing Aid discussion. Policy direction provided by the Board in this meeting will serve as the basis for 2025 budget development.

OUTCOMES

None.

RECOMMENDATION

Staff recommends that the Dakota County Board of Commissioners authorize an allocation of \$355,000 additional Affordable Housing Aid funds toward emergency rental assistance and authorize an amendment to the 2024 Social Services Budget.

EXPLANATION OF FISCAL/FTE IMPACTS

There is a \$0 net County cost as a result of this action. The 2024 Social Services Budget is requested to be amended to add \$355,000 of Affordable Housing Aid funds.

- 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: shelter, homelessness prevention, and affordable housing; and

WHEREAS, staff presented these recommendations to the County Board on October 19, 2021, and 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 and 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 update on Affordable Housing Aid uses and propose eligible activities that can be launched quickly; and

WHEREAS, on July 23, 2024, Community Services presented updates to Affordable Housing Aid statute language and a plan for the 2025 budget as co-developed by Dakota County Community Services and the Dakota County CDA; and

WHEREAS, this plan is based on the Housing Business Plan recommendations and priorities and is built in the 2025 county budget proposal; and

WHEREAS, by Resolution No. 24-379 (July 30, 2024), staff also received authorization to accept the State and Local Affordable Housing Aid funds in 2024 and a portion of these funds were built into the 2024 Social Services Budget and are currently being spent; and

WHEREAS, there continues to be an immediate need for Emergency Rental Assistance funding to support the Housing Clinic at Eviction Court and Social Services' Prevention Services and Navigation Team for prevention assistance prior to an eviction filing and Social Services is requesting an additional \$355,000 in funding for 2024; 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 Housing Business Plan and this presentation will continue the Affordable Housing Aid discussion; and

WHEREAS, policy direction provided by the Board in this meeting will serve as the basis for 2025 budget development.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to allocate \$355,000 additional Affordable Housing Aid

funds towards emergency rental assistance; and

BE IT FURTHER RESOLVED, That the 2024 Social Services Budget is hereby amended as follows:

Expense

Emergency Rental Assistance	<u>\$355,000</u>
Total Expense	\$355,000

Revenue

Affordable Housing Aid	<u>\$355,000</u>
Total Revenue	\$355,000

PREVIOUS BOARD ACTION

24-215; 4/23/24

24-379; 7/30/24

ATTACHMENTS

Attachment: Prevention Services and Navigation Referral Guidelines

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



PREVENTION SERVICES & NAVIGATION (PSN) REFERRAL PROCESS

Effective: 1/31/24

Revision Date: 9/4/24

The goal of the Dakota County Prevention Services & Navigation (PSN) program is to provide robust navigation services to prevent eviction, resolve tenant issues, and maintain positive landlord relationships. Short term navigation services will be provided to assist in identifying resources and services that could be helpful to maintain housing stability.

This program has access to limited direct financial assistance (emergency rental assistance) funding through State and Local Affordable Housing Aid (SAHA/LAHA). System navigation will be provided to identify if other resources, such as Emergency Assistance or RentHelpMN, are available. It acknowledges the importance of connecting to services to maintain stability. The program does not provide rental subsidies or vouchers and is focused on assisting participants maintaining current housing. Ideally, this work will prevent homelessness and reduce the number of households entering the shelter system.

Eligibility:

To enroll in the Prevention Services and Navigation program, participants must meet and maintain the following eligibility requirements:

- Housed in Dakota County
- Meet criteria for imminent risk of homelessness
 - Notice of late rent or current past due rent
 - No other options available to resolve the crisis
- There must be a resolvable issue, such as temporary job or income loss, medical issue, or household circumstances that will allow housing stabilization with short-term assistance and navigation services most suitable to the program.
- Housing must be affordable ongoing. (There must be enough monthly net income to cover base rent)
- Housing stability must be resolvable with short-term assistance and services. This program is designed to be a short-term navigation services (generally those resolvable in less than three months), connection to resources, and does not provide on-going services.
- **Not** open to another Housing service provider or open to another county for financial or social services.
 - Exception to this are specific programs, as approved by the Prevention Supervisor (Rebecca Bowers), to align with prevention priorities (see below).
- Prevention Services funding has not been used in the past 12 months.
 - Exception to this are major changes in circumstances (i.e. medical crisis, death of partner, etc), as approved by the Prevention Supervisor (Rebecca Bowers).
- **Maximum amount owing must be \$4000 or less.**
 - Exception: HH already has a guarantee letter for the remaining balance or they have the funds to pay the excess amount. The HH must make the payment prior to PSN approval.
- Minimum amount owing must be more than \$750.

- Exception: HH is not eligible for ECA because they've already used it within the last 12 months. Denial would be required.
- Household income is below 80% AMI (See AMI Chart below)

Household Size	1	2	3	4	5	6	7	8
Income Cap (80%)	\$68,500	\$78,250	\$88,050	\$97,800	\$105,650	\$113,450	\$121,300	\$129,100

Referrals and prioritization will be accepted as follows:

1. The Prevention program currently prioritizes referrals from specific programs on a capacity available basis. Currently referrals are accepted from the Eviction Court, CDA for tenants with pre-eviction notices, Housing Resource Line, Cahill Place, and the Embedded Social Worker program.
2. If additional capacity is available, Rebecca Bowers (Prevention Supervisor) will contact referral sources for additional referrals.
3. Referrals must be completed and submitted by the referring Social Worker.
4. Supervisor will confirm acceptance with referring Social Worker, screen referrals for eligibility and request verifications (ROIs and 3rd party verifications via DocuSign).

Ineligible Households:

Participants/households ineligible include the following:

- A participant/household who is homeless or couch-hopping
- Open to another county for financial or social services or open to another housing service provider.
- Households who:
 - Have not made a payment since moving into the unit (not including the application fee, damage deposit, first month's rent).
 - Have not made a payment since previous assistance was received
 - Have received rental assistance more than twice in the last 12 months.
 - **Have more than two or more evictions within 5 years.**
 - For eviction cases: Landlords who will not accept a LOG if payment is due seven days after the court date.

Prioritization:

As limited funds are available, the program will implement the following prioritization:

- 150% Federal Poverty Level
- Families with minor children
- Documented disability/documentated medically fragile
- Elderly (65+)

Other Resources:

Agency	Contact Info	Notes
Dakota County Emergency Assistance	Public Assistance Dakota County	Serves all of Dakota County
Scott Carver Dakota CAP Agency	651-322-3500 CAP Community Action Partnership of Scott, Carver, Dakota Counties » Safe & Stable Housing (capagency.org)	Northern and eastern Dakota County including Hastings.
360 Communities	952-985-5300 360 Communities	Eviction court and southern Dakota County
YMCA	763-493-3052 YMCA Youth Resource Line YRL@ymcamn.org	Youth 18-24
Zacah	ZACAH	Non-profit serving low-income and working-class people in Minnesota with financial aid
Salvation Army	952-767-3901	Dakota, Scott, and Carver Co office
St. Paul Foundation	Community Sharing Fund (iphiview.com)	Grant application portal



Community Services Committee of the Whole

Request for Board Action

Item Number: DC-3393

Agenda #: 5.2

Meeting Date: 10/22/2024

DEPARTMENT: Social Services-Housing & Community Resources

FILE TYPE: Regular Information

TITLE

Update And Direction On Adult Emergency Shelter Services And Project Planning

PURPOSE/ACTION REQUESTED

Receive an update and provide direction on single adult emergency shelter services and project planning and next steps in the public engagement process.

SUMMARY

Dakota County previously housed many adults needing emergency shelter at Cochran House, a 32-bed homeless shelter located in Hastings. In 2018, that facility closed, and the County increased its use of temporary, rotating shelters until early 2020 when the pandemic began. At that time, the County began renting hotel rooms for use as emergency shelter while examining longer-term options.

In 2021, the County Board reconvened the Housing Leadership Workgroup, made up of County and community stakeholders to make recommendations on future housing plans. One of the workgroup's recommendations was to invest in fixed-location shelter(s) for single adults.

In late 2021, Social Services staff requested the assistance of the Office of Performance and Analysis (OPA) and Capital Projects Management to develop high-level cost estimates for building or acquiring buildings/properties for use as shelter for unhoused single adults. These estimates were presented to the County Board in 2022 and included models for congregate housing (individuals sleep in one or more large spaces) and non-congregate housing (individuals would each have a room to themselves). The County Board then requested staff to engage local cities in exploring potential sites in areas that provided good access to transportation, employment, shopping, and other services within walking distance. Staff spent much of 2023 reaching out to cities. After reviewing several locations, County staff identified a hotel property as meeting these criteria.

On August 8, 2023, the County Board held a workshop to receive an overview of past and current County homeless programs, review staff findings on potential options and locations for additional homeless infrastructure and a new state funding opportunity to support capital costs for shelter development. The County Board directed staff and its consultants to contact the owner of the recommended property, conduct existing property/building analysis, preliminary design options and cost estimates and begin initial purchase negotiations.

Staff presented a proposal to the County Board on September 19, 2023, and after public comment, the Board opted not to vote on the resolution to apply for shelter capital funding available from the State.

On January 9, 2024, staff provided the County Board with an update on Homeward Path, the project name for the adult supportive services shelter development. Staff also provided the Board with recommendations to engage with cities, draft materials to support communications and community engagement, development of a shelter site review panel, and risks of staying in the current sheltering location during this planning phase.

On April 16, 2024, staff provided the County Board with an update on Homeward Path with a timeline for both community engagement and a site review panel. The Board provided feedback that the development timeline as proposed was extensive and requested staff return with a modified development schedule.

Staff will provide an update on current adult emergency shelter activities and staff seeks direction on future steps for single adult emergency shelter planning and development.

Staff seeks direction from the Board on the following questions related to emergency shelter for single adults:

- Should the County continue the current model (status quo) of shelter operations, with additional staffing?
- Should the County enter into a longer-term agreement for a fixed site/building for emergency shelter services? If yes, for what duration?
- Does the County want to operate shelter services in a County-/CDA-owned building in the long-term? If County-/CDA-owned, build or buy?

OUTCOMES

None.

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

Department Head: Emily Schug

Author: Madeline Kastler



Community Services Committee of the Whole

Request for Board Action

Item Number: DC-3807

Agenda #: 8.1

Meeting Date: 10/22/2024

Adjournment